



**Policy:** 2404  
**Procedure:** 2404.01  
**Chapter:** Administration  
**Rule:** Americans With Disabilities  
Acts (ADA): Facilities  
Transition

**Effective:** 12/29/05  
**Replaces:** N/A  
**Dated:** N/A

**Purpose:**

The Arizona Department of Juvenile Corrections (ADJC) complies (within budget and manpower constraints) with the federal and state standards of physical design and accessibility and regulations for program accessibility required by the Americans With Disabilities Act (ADA). The ADA established standards to ensure that disabled persons are afforded full participation in all program activities and services, including rights of access to buildings and transportation.

**Rules:**

1. The Facilities Manager shall ensure that all ADJC facilities are surveyed to determine non-compliance with federal laws and regulations in any existing Department-operated physical plant.
2. The Facilities Manager periodically shall survey all facilities to identify and remedy any physical barriers that might limit or deny ready access to a disabled person.
3. At least one disabled person shall be included as a member of the ADJC facilities inspection team.
4. The Facilities Manager shall prepare a multiple-year action plan to correct physical deficiencies at specific ADJC facilities.
5. The action plan shall include the estimated time lines and the estimated costs for each set of corrections to any physical plant barriers which limit the access or participation of disabled persons, in accord with ADA directives.
6. The Leadership Team will designate a ADJC employee as ADA Compliance Coordinator. The Coordinator shall be responsible for specifically monitoring ADJC compliance plan implementation.
7. The Facilities Manager, or designee, shall liaison with the Americans With Disabilities (ADA) Coordinator when preparing budget policy issues relating to ADA barriers.
8. The Facilities Manager shall forward all action plans to the attention of the Leadership Team and the ADA Coordinator.

Effective Date:	Approved by Process Owner:	Review Date:	Reviewed By:
12/29/05	Debra Peterson		